

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Cross Connection Specialist****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Maintains integrity and purity of the City's water supply, conducts inspections, enforces all Federal, State and City ordinances and provides technical education and information for the general public.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	M	Protects potable water connections by inspecting chemical plants, hospitals, hotels, shipyards, laboratories, commercial buildings, etc. and any points at which potable city water is supplied or affected, inspecting repaired, replaced or new devices which could affect water supply, and reviewing reports for accuracy.
2	S	Maintains administrative requirements by reading construction plans, diagrams and blueprints, maintaining and generating records, reviewing plans for new or replacement plumbing installations and backflow devices, assisting in training field inspectors, assists in training backflow device testers, providing technical assistance, composing correspondence, developing and proposing codes and ordinances, maintaining test reports, providing instruction, issuing summons, preparing court cases and providing testimony, conducting damage assessments following disasters.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge necessary to understand basic operational, technical, or office processes. Level of knowledge equivalent to four years of high school or equivalency.
Experience	Two years experience in the plumbing or mechanical trades or certification by an approved testing agency.
Certifications and Other Requirements	Valid Driver's License, Plumbing or HVAC certification or license. Must also be certified as a backflow tester within six months of employment.
Reading	Work requires the ability to read and interpret city, state, and federal code, blueprints, construction plans, plumbing codes, and manufacturers specifications.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write documents, correspondence, and request for code or ordinance revisions.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers and sales representatives.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	C	On ladders, inspections, testing devices
Sitting	O	Computer, desk work
Walking	F	To/from inspection sites, inspections
Lifting	F	Test kit, tools
Carrying	F	Test kit, tools
Pushing/Pulling	O	Pipe
Reaching	F	Over pipes
Handling	F	Test kit, tools
Fine Dexterity	F	Computer keyboard, tools
Kneeling	F	Inspections, testing devices
Crouching	F	Inspections, testing devices
Crawling	O	Inspections, testing devices
Bending	F	Inspections, testing devices
Twisting	F	Inspections, testing devices
Climbing	F	Ladders, stairs
Balancing	F	Ladders, stairs
Vision	C	Computer, desk work, inspections, testing devices
Hearing	C	Staff, supervisor, citizens
Talking	F	Staff, supervisor, citizens
Foot Controls	N	
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Test kit, wrench, screwdriver, clipboard, hammer, computer, laser or inkjet printer, copy machine, Cross-Connection software, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS		PRIMARY WORK LOCATION	
Mechanical Hazards	D	Dirt and Dust	D	Office Environment	--
Chemical Hazards	W	Extreme Temperatures	D	Warehouse	--
Electrical Hazards	D	Noise and Vibration	D	Shop	--
Fire Hazards	W	Fumes and Odors	D	Vehicle	--
Explosives	S	Wetness/Humidity	D	Outdoors	X
Communicable Diseases	D	Darkness or Poor Lighting	D	Other (see 2 below)	--
Physical Danger or Abuse	D				
Other (see 1 below)	N				

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

Hard hat, safety glasses, ear plugs, steel toed boots

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	F
Other (see 3 below)	N

(3)